

Taxi Policy

Updating Policy Procedure

When a policy is due for review it will be emailed to the reviewer who will revise and highlight those updates and return the policy in full with the highlighted updates back to the Administrator.

When a policy reviewer becomes aware of ***any updates*** they will ask the Administrator to email the policy to them and follow the above procedure.

A policy is a statement of intent and the guidelines we follow, that is adopted by the Fortuna and Athena Federation's Governing Body.

Policy Reviewed by:

Zoe West

Updated on:

28/2/2025

Date to be reviewed:

28/2/2027

Aim

To ensure the pupils are safely transported to and from Athena School.

Introduction

The travel to and from school is an inevitable circumstance in the daily school lives of our pupils. It is essential that all parties work together to maintain a high quality service and strive to make the experience as positive and stress free as possible.

The school recognises the importance of ensuring that travel arrangements offer a positive experience for the children.

Transitions present particular challenges for our pupils and entering and leaving school need to be managed carefully.

Employment of Taxis

Transport is organised through the LEA and therefore all operators and employees are subject to DBS checks.

Long Journeys

The pupils attending Athena School travel from various locations within the county. For some, this entails long journeys by taxi so it is extremely important that the child's welfare and safety is paramount.

Smoking

It is illegal to smoke or vape in the taxi or on school grounds; this is in line with the LEA guidelines.

Procedures

Home/School Visits

All new children will require an initial visit from their taxi driver/passenger assistant, whether it is at home or at school.

Risk Assessments

These will be discussed at the initial interview and given to transport, the information will then be passed on to operators, if you have any worries about any of the information on the risk assessments then do not hesitate to contact the school.

Child Protection Issues

Safeguarding Children

All adults that come into contact with children and young people in their work, have a duty of care to safeguard and promote their welfare.

The Children Act 2004 and 2010 - places a duty on organisations to safeguard and promote the well-being of children and young people. This includes the need to ensure that all adults who work with or on behalf of children and young people in these organisations are competent, confident and safe to do so.

Incidents and Concerns



At Athena, any problems that may arise in the taxi, no matter how small must be reported when the child is dropped off at school, then it can be dealt with quickly. If a driver/passenger assistant has any concerns re: child welfare – these needs to be reported to the Headteacher immediately. If a child is being unsafe and not listening, then the child needs to be brought back to school. Any incidents that happen need to be reported on a 'Max Respect' form and emailed to Malc Smith at malc.smith@lincolnshire.gov.uk or alternatively handed to Carly Kelleher or Hazel Sisson (Annexe) to be emailed off to Malc Smith.

Confidentiality

All aspects of the children's home life are completely confidential between school and home; any information overheard or divulged by the child must be reported to the Headteacher and not discussed elsewhere.

Health and Safety

Pick up from home

In the morning all children must be ready to travel. The taxi will wait for no longer than 5 minutes on arrival at the home. Ideally the taxi should be parked so that the children do not need to cross any roads to get into their taxi.

Arrival at School

Upon arrival at school, children will be allowed on the premises from 8:30am but must wait in their taxis until the member of staff on duty gives the instruction to leave the vehicle.

Collection from school

At the end of the day children should be collected from either the Main Building or the Annexe. Each taxi will be allocated a taxi number and once the vehicle is parked in a parking space and it has turned 3pm, the pupils will be called for their taxis.

In the Annexe, children should walk with their passenger assistant/taxi driver and safely escorted to their waiting taxi.

The older children in the Main Building may be able to walk themselves to their waiting taxis.

When the children reach home, the children should be escorted to their door and left with a responsible adult.

Please note: Children are not permitted to be collected outside of the school gates.

Child Locks

Children that sit in the rear of the vehicle should have the child locks on at all times. These should be put on prior to the children getting in the car.

Parking

All children need to be dropped off and picked up only within school grounds in the designated parking bays.

Identification Badges

All Taxi Drivers and passenger assistants must wear and have visible their identification badges at all times.

Passenger Assistants

Certain children will require a passenger assistant at all times and must be handed over to a member of school staff on arrival. This process is repeated for the home journey; Passenger Assistants must sit in the back with child(ren) and not in the front. Where there are two or more children travelling then the passenger assistant must sit in the middle of the children.

Booster Seats

The council policy for booster seats is that if the child is sitting in the front of the vehicle and under **135cm**, then they need to be sat on a booster seat.

Speed

All taxi drivers should stick to the recommended speed limits.

Stopping

Stopping should be eliminated where possible.

Bad Weather

In line with the LEA guidelines, Operators must make their own risk assessment. If it snows overnight and the Headteacher decides in the morning that the school will not be open, then school will:

Inform Greatest Hits Radio and BBC Radio Lincolnshire who will announce it on their programmes and Lincolnshire County Council who will include it on their website.

Role of taxi operators:

Morning: If the weather or road conditions are poor in the distant towns and villages at the start of the day, taxi operators can be trusted to make their own decisions about whether or not to transport pupils into school. Operators will need to inform transport services if they decide against making any journeys, they will in turn inform the school.

During the day: If the weather or road conditions worsen during the school day and operators feel it would be better for children to return home early, they need to contact the school who will in turn contact parents/carers to make sure that there will be an adult at home to receive their child early. (also look at Athena's Severe Weather Policy).

Communication

Point of Call



The designated contacts regarding any issues or concerns are Zoe West and Carly Kelleher they can be contacted on 01522 534559 or at the end of the school day. You can also discuss any problems with Malc Smith (SEND Officer) who can be contacted on 07557 079001.

Notification

It is imperative to let school know as soon as possible if there is to be any changes in passenger assistants/taxi drivers, lateness etc. as this may unsettle the children and make the transition home difficult.

Information Sharing

If the children are having any difficulties or have any issues please inform the parents, school and transport and complete a Max Respect form.

Taxi Meeting

We are hoping to have one Taxi meeting a year, early in September, where we discuss any issues and share ideas.

Complaints

Any complaints can be either discussed at school or put in writing to Transport Services.